

## Attachments & Rejecting the Combo

### Attaching Documentation

1. If supporting documentation is to be attached (i.e. spreadsheets, expense receipts, etc.), click the “Misc. Info” tab at the top of the page, before submitting the invoice. The attachment specific buttons will appear on the right side of the page.
2. Click on the icon next to the “Attachments” drop down box.
3. Click on the “Browse” button on the Attachments page. Select the file you wish to attach.
4. Click on the “Open” button.
5. Click “Continue”. Your attachment will appear in the “Attachments” drop down box. You may repeat these steps to attach additional documents up to a total of 2 MB each. Click on the “Header” tab to submit the invoice.

### Rejecting the Invoice

10. Click on the “Misc Info” tab and enter a comment describing the reject reason.
11. Click on the ‘Header’ tab and check the “Reject to Initiator” box.
12. To add an attachment, see instructions on the back of this Quick Reference.
13. Click “Submit” at the bottom of the “Header” tab.
14. You will receive a message that email notifications have been sent.

## Training & Information

### **WAWF Production Site**

<https://wawf.eb.mil>

### **Web-Based Training Site**

<http://www.wawftraining.com>

### **WAWF Practice Site**

<https://wawftraining.eb.mil>

### **DISA Ogden Help Desk**

1-866-618-5988

[cscassig@csd.disa.mil](mailto:cscassig@csd.disa.mil)



## W A W F Q u i c k R e f e r e n c e

## Certifying Invoices (LPO)



Defense Information Systems  
Agency

# Certifying Invoices

## Getting Started

1. Go to the WAWF Production Site at <https://wawf.eb.mil>
2. Click on “Logon”, type your user ID and Password and click “Submit” or use CAC card.
3. Select the “LPO” link on the left side of the screen.
4. Click on the sub-link “Access Certification Folder”.

## Locating and Viewing the Invoice

5. On the Search Criteria Screen, select your DoDAAC from the drop-down list.

**Note:** You can search for a specific receiving report by entering a contract number, vendor CAGE code, date range or invoice number.

6. Click on the invoice number of the document you need to certify.

**Note:** If processing a COMBO document, please select the shipment number first to process the receiving report taking note of the received and acceptance date.

Acceptance Folder for DoDAAC 'HC1001' (6 items, sorted by Co

am	Type	Code	Contract	Delivery	Shipment	Acceptance	Status	Hold	Invoice	Invoice		
		Order	Number	Order	No	Date		RR?	Number	Received	S	
1	Invoice	2mt	1M3W0	DA8A9797DB068	0014	07582004	Submitted		H	CLAY0708	2004-07-08	Su
2	Invoice	2mt	1M3W0	DA8A9797DB068	0014	07582004	Submitted		H	PE0907	2007-07-27	Su
3	Invoice	2mt	1M3W0	DA8A9797DB068	0014	W5SR103	Submitted		H	CR1015	D2003-10-27	Su
4	Invoice	2mt	1M3W0	DA8A9797DB068	0014	W5SR104	Submitted		H	PSY1015	2003-10-27	Su
5	Invoice	2mt	1RD52	F465004C0001	0014	99999	Submitted		H	BARCDE06	2004-07-07	Su
6	Invoice	2mt	1M3W0	N62864504F5555	0054	0054	Submitted		H	5054	2004-07-07	Su

7. To view the invoice information, click on the tabs at the top of the page: "Header", "Line Item", "Addresses", and "Misc Info".
8. To view attachments, go to the "Misc Info" tab, click on the attachment drop-down menu. If the document has an attachment, you can download it.

9. When you have reviewed all tabs and attachments of the invoice, you can either certify the document or reject it to the initiator.

## Certifying Invoices

10. Click the “LLA” tab on the top of the screen.

**Note:** You may enter the LLA info in the Populate All section and select the “Populate All” link if all Item Numbers (CLINs) have the same accounting info.

11. Check for available funds. Enter the following mandatory fields:

Note: If LPO Reviewer has entered LLA fields, LPO need only to validate fields.


Dept Ind: 97	Limit/Subhead: 5F20
Fiscal Year Indicator: XXXX	Allot Serial No: C1013
Basic Symb No: 4930	Object Class: 000
Acct Install No: 068142	Cost Code: Requisition Number
Transtype: 2F	Doc/Record Ref Id: Requisition Number plus 010
Job/Work Order Cd: Object Class	ACRN: per contract


- Click on the “Header” tab on the top to go back to the invoice screen.
- Click on the “Document Certified” checkbox at the bottom.

**Local Processing Office \***


☐ Document Certified

☐ Document Rejected

**Date Received:**  

**Acceptance Date:**  

I certify that the goods/services have been received, inspected, and accepted



**Date** **Signature of Local Processing Office Represent**

12. Enter the date and click on the “Signature” box.

Date Received	Date Received of the Receiving Report
Acceptance Date	Date Accepted from the Receiving Report
Certification Date	Date Invoice is being certified (usually current date)

13. On the next screen, enter your password and click "Continue".
14. Once this is completed, your name will appear on the invoice in the signature line.
15. Click "Submit" at the bottom of the page to submit your document.